Student Financial Advising (SFA) presents:

**CLUB FINANCE 411**

Your comprehensive guide to student group spending
CLUB FINANCE 411

Your comprehensive, step by step guide designed to assist student group leaders with:

• Planning and managing your financial spending
• Becoming effective front-line financial advisors for your organizations
• Promoting fiscal responsibility

You will learn:

• How to navigate university policies and procedures
• Necessary financial documents and forms
• Fiscal responsibility and compliance
• Tracking and reconciling your expenditures and account balance
Training Outline

The Path of a Payment
Group Officer Responsibilities
Fiscal Responsibility
When Can I Start Spending?
FTF (Financial Transaction Form)
LionLink
  • General Information, FTF, Financial Reporting and Monthly Reconciling
Changes in Position
Fundamentals of Spending
  • Areas covered include Exempt Purchase Certificate, Vendor List, IRS Form W-9, Invoices and Receipts, Tipping
The Nuts and Bolts of Purchasing
  • Purchase Directly from Vendor Using FTF
  • Purchase Order
  • Petty Cash
  • Travel Card
  • Travel Advance
  • Performance Agreement
  • Internal Vendors
  • Cosponsorships
  • Out of Pocket Reimbursements – by exception only
Training Outline (Cont’d)

• General Processes
  • Travel
  • Cash Handling
  • Cash Bag/Box
  • Gifts/Prizes/Giveaways
  • Incoming Donations and Corporate Sponsorships
  • Outgoing Donations
  • Partisan Events/Activities
• Appendix I – States That Accept Columbia’s Exempt Purchase Certificate
• Appendix II – Links to Forms
• Student Financial Advising Contact Information
The Path of a Payment

• ...is complex
• And often out of your/our control
😊 That’s why it’s important to always plan in advance and start early!
The Path of a Payment

Documents are submitted to SFA for payment

Needs new vendor creation in Vendor Management (VM)

VM sends request to vendor for validation
VM waits on response from vendor
Response received - vendor created

SFA reviews for appropriate docs, policies and executes

SFA inputs transaction/scans docs into Accounts Payable (AP) system

Columbia Central AP audits

Columbia Central AP audits

Requires Purchasing Dept approval

Requires Purchasing Dept approval

Waits on response

Waits on response

Approves and pays

Check mailed or through banking system for direct deposit

Identifies issue – contacts vendor
Waits on response
Clears issue

SFA reviews for appropriate docs, policies and executes

SFA inputs transaction/scans docs into Accounts Payable (AP) system

SFA inputs transaction/scans docs into Accounts Payable (AP) system

Places on hold

Clears issue

Clears issue

Waits on response

Approval received

May need to wait on response from vendor

Requires clarification on business purpose, new vendor profile, additional documentation, corrections in AP system

Requires clarification on business purpose, new vendor profile, additional documentation, corrections in AP system

Transaction may need additional approvals beyond SFA

Waits on response

Approval received

Approval received

Vendor = whoever is being paid; student, company, performer, etc.
Group Officer Responsibilities

• As a group officer you should:
  – Understand policies and procedures
  – Submit financial transactions to your group’s advisor for approval
  – Advise and train your group’s members
  – Pass the Club Finance 411 assessment
    • Must pass before you can start spending!
  – Attend workshops throughout the year
  – Promote fiscal responsibility
Fiscal Responsibility
Practical Questions to Ask

• Is the spending in accordance with my group’s business purpose?
• Is the spending necessary to accomplish that purpose?
• Am I tracking my funds available and balancing my group’s activities with those funds?
What is Fiscal Responsibility?

- My spending is in accordance with my group’s business purpose and leads to that strategic outcome
- My spending is necessary to accomplish that purpose
- I maintain files with copies of all expenditures and reconcile them monthly to financial reports; I report discrepancies to SFA
- I am not spending just because I have the funds; I eliminate wasteful spending and explore options for a fair price
- I have created budgets for all events for the year
- I am managing debt (I know who I still owe and how much)
- I review my financial status and funds remaining monthly
- I am balancing my group’s activities with those funds remaining
- I am creating a sustainable future through succession planning
- I am mindful of possible process improvements; checks and balances are in place
- I seek assistance from SFA and my advisor when appropriate
- I use other resources such as the Vendor List
- I am educated on and follow policies and procedures published here
- I teach and promote this to others
When Can I Start Spending??

• Register your group on LionLink
  – https://lionlink.columbia.edu/

• Complete Club Finance 411 Assessment
  – http://www.studentaffairs.columbia.edu/comdev/resources/clubfinancetraining

• Attend Club Refuel Sept. 12th

• Expenditure must be covered by the money in your account and advisor approves

• Then...
Let’s Get Started With the Details
What is an FTF (Financial Transaction Form)?

- Used to request advisor approval to purchase goods/services or transfer funds between groups or university accounts
  - Electronic form in LionLink
  - Advisor reviews/approves electronically
  - After approval, print FTF and execute purchase
- FTF approval is necessary for **ALL** transactions
  - Submit FTF and all original receipts to SFA
  - Also keep copies in your files then reconcile to your monthly reports
- ABC groups also need to obtain EAF (Event Approval Form) approval from ABC prior to submitting an FTF
Misuse of FTF Occurs When...

• An approved FTF is duplicated for an unapproved purchase
• An approved FTF is altered
  – Dollar amount, vendor, items
• Advisor’s approval is falsified
• Items are purchased for personal use
• Restricted items are purchased
When an FTF is Misused...

- **First Offense**: Written warning and group must reimburse funds to their governing board
- **Second Offense**: Suspension from spending ranging from 1 - 4 months
- **Third Offense**: Suspension from spending for two academic semesters

**Note**: Suspension length depends on severity and offender may be subject to Dean’s Discipline
FTF Approval Workflow

Student in group identifies a need to purchase

Contacts group’s treasurer who approves the purchase

Treasurer submits EAF request to ABC for approval

Receives ABC approval

Treasurer submits FTF through LionLink to advisor for approval

Advisor approves; group executes purchase

ABC Groups

Non-ABC Groups
Where Do I Begin? With LionLink!

• Through using LionLink:
  – Treasurers and/or presidents can electronically submit FTF’s for advisor approval
  – You can manage club rosters
  – You can manage and advertise events
  – You can run elections
  – You have a social networking platform
LionLink Resources

- To access go to LionLink: https://lionlink.columbia.edu/; click Log In
LionLink

- Click on “Organizations”
- Type your group’s name into the “Search” box
LionLink

- Click on the link for your group
LionLink

- Check and update group’s information and members
LionLink – Submitting an FTF

• Submit an FTF by clicking on “Finance” from the menu
LionLink – Submitting an FTF

- Click on “Create Purchase Request”; complete required sections and submit
- Please see Appendix II for a link to a tutorial on Creating an FTF
LionLink – Financial Reports

• When you select “Finance” from the menu, then click on the “Accounts” tab, these balances are not current.

• LionLink cannot connect to the actual Columbia accounting system.

• To see your most current monthly financial reports, instead you want to view the reports we download for you at...
LionLink – Financial Reports

- Click on “Documents” from menu to view monthly reports
LionLink – Financial Reports

- You will receive two reports each month; sort by Upload Date
- You should refer to these reports for your balance
One report shows the “by transaction” detail for the year.
• 1st report (cont’d)
• Reconcile your receipts to this report; report discrepancies to SFA

### Right side of 1st report

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<th>Voucher# or</th>
<th>Voucher Line Description</th>
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Match these to the copies of invoices/receipts in your files
LionLink – Financial Reports

- Reports are downloaded directly from the accounting system so signs are reversed.

- Positive numbers are debits/expenses, (negative) numbers are credits/income/revenue.

- In above example the group had mostly expenses and only two credits of $9.65 and $2,112.83.

- When you reverse the numbers, their balance is a positive $41.90 remaining.

- If the balance is negative after the signs are reversed it is in overdraft; must stop spending!
• Second report shows a “roll up by line item” (i.e. all food supplies on one line) for the year (#’s reversed again except top line); balance is a positive $41.90 as in the first report (shown as Claim on Cash)
Reconciling Monthly Reports

• Advantages
  – Identify and fix incorrect, duplicate charges
  – Identify missing cosponsorships, allocations, ticket sales, and fundraising deposits
  – Identify missing expenses
  – True picture of where you stand financially to avoid overdraft
  – Set up your group for future success

Bring any issues identified to SFA’s attention monthly
  – Don’t wait until year end
    • SFA is extremely busy at year end
    • There are cutoffs as to when we can no longer post changes to your accounts
Reconciling Monthly Reports

• What happens if I am in overdraft?
  – You have overspent your funds
  – You are not practicing fiscal responsibility
  – Your board/council, advisor and SFA are aware of all overdrafts

⚠️ You must cease spending and see advisor or SFA! ⚠️
  • You should budget all events to avoid overdraft and avoid suddenly having to cease spending
  – At year end your overdraft has to be paid by your board/council
    • This takes funding away from other programming
  – You may be penalized for overdrafts
Changes in Position

• If executive board member changes:
  – Update information in LionLink
  – Email information to advisor
  – Email lionlink-help@columbia.edu

• If treasurer or president changes:
  – Alert SFA
  – New officer must pass Club Finance 411 Assessment
What Are the Fundamentals of Spending?

- FTF (you already know this!)
- Exempt Purchase Certificate
- Vendor List
- IRS Form W-9 for new vendor validation
- Invoices and receipts
- Tipping
Exempt Purchase Certificate

• Columbia University is exempt from paying sales tax in certain states
  – Do not pay sales tax on purchases from vendors located in states that accept our Exempt Purchase Certificate (see Appendix I)
• What is an Exempt Purchase Certificate?
  – Validates Columbia’s exemption from sales tax
• Provide certificate to vendors at time of purchase
  – Contact vendor to inquire how to make online purchase
• What if a vendor doesn’t accept the form?
  – Sales tax paid on items purchased will not be paid/reimbursed
  – Vendors can contact SFA to validate purchase or certificate
Exempt Purchase Certificate
Vendor List

• Includes vendors who accept the FTF so no money has to change hands at the time of purchase

• Advantages to using vendors who accept an FTF that has been approved:
  – Exempt Purchase Certificate already on file
  – Already familiar with billing processes
  – You don’t have to carry money with you

= Easier transactions! 😊
Vendor List

Please refer to Appendix II for information on where to find the current updated list.
IRS Form W-9

• **New** vendors must submit the W-9 to be added into Accounts Payable (AP) system for payment
  – Contact SFA to find out if W-9 is needed
  – Submit when being paid for the first time
  – Entity receiving payment completes the form
• Must complete all sections
  – Name, type of business, addresses, SSN or TIN, signature and date
• Vendor Management validates new vendor
• See Appendix II to access form online
IRS Form W-9
Invoices & Receipts

- You should obtain a receipt for every purchase you make
  - Must show payment was received with 0 balance or balance due was charged to Columbia account if using FTF, itemized purchases, name/contact info for vendor, and date
  - If missing, please ask the vendor to add this info and sign the receipt
- An invoice is a bill the vendor submits to Columbia requesting payment (i.e. after FTF used); they may send this directly to Columbia and only provide you a receipt
- Submit any original receipts and invoices you receive with the FTF to SFA
  - Documents must be legible
  - Keep copies in your files and reconcile against monthly reports
- To pay vendor we must receive an invoice from vendor that includes:
  - Invoice number
  - Vendor info (name, address, phone)
  - Addressed to Columbia University with our billing address
  - Invoice date
  - Itemization of purchase
  - Amount due

**Columbia Accounts Payable will not pay the invoice if the above is missing**
Preparing Documents for Submission

• Must be prepared properly for scanning
  – Ensure documents are legible
  – If smaller than 8 ½” x 11”, tape (**not** staple) all documents to 8 ½” x 11” paper
  – Do not cover writing with tape (ink will fade and becomes illegible)
  – Do not highlight; use asterisks or circles instead
  – Cross out barcodes (they interfere with scanning)
  – Paper clip (**not** staple) all materials together
**Dinosaur Bar-B-Que**

**INVOICE: 205684**

**Date: 6/18/14**

**Cell Phone:**

**Email:**

**Ship To:**

**Bill To:**

**Harlem Location: 700 W 137th St New York, NY 10027 Catering Phone: (646) 213-1709 Email: catering@dinosaurbarbque.com Restaurant Phone: (212) 684-4777 Please Return All Payments to: Dinosaur Bar-B-Que, ATTN: Accounting 354 W Gates St. Syracuse, NY 13202**

**Columbia University**

2920 Broadway

Lerner Hall

Room 401

New York, NY 10027

**Day of Event Phone Number: (646) 696-8123**

**Delivery Time Will Be Between 12:45 PM and 1:15 PM**

**Confirmation Date:**

**Payment Info:**

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<th>Event Date</th>
<th>Event Time</th>
<th>Guests</th>
<th>Service Type</th>
<th>Meal Plan</th>
<th>Base Price</th>
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### Hot

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<td>1 gal Lemonade</td>
<td>1.00 ea</td>
</tr>
<tr>
<td>1 gal Sweet Tea</td>
<td>1.00 ea</td>
</tr>
<tr>
<td>Lg Order Fried Green Tomatoes</td>
<td>5.00 ea</td>
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<tr>
<td>Half Chicken - 3 piece chop</td>
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<tr>
<td>Portobello Mushroom - NC - Included</td>
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<tr>
<td>St. Louis Cut Ribs</td>
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<tr>
<td>BBQ Ribs w/Pork</td>
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<tr>
<td>Cola/soft</td>
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<td>Plates, Knives, Forks, Napkins</td>
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- **Driver:** Estelle

**Order Summary**

- **Basic Plan Sub Total:** $194.35
- **Line Item Sub Total:** $109.75
- **Product Sub Total:** $304.10
- **Administrative Fee:** $70.41
- **Sales Tax:** $0.00
- **Optional Gratuity:** $20.00
- **Invoice Sub Total:** $334.51

**Customer Acceptance**

**MUST LEAVE INVOICE**

**Customer Initials:**

**Driver / Packer**

**Tax Exempt:** 127902

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A mandatory administrative fee based on the service type is added to the invoice and is subject to applicable sales and similar taxes. This administrative fee is used to offset costs associated with the administration of the event, and is not a gratuity or tip.

**PLEASE BE ADVISED - SPLITTING ITEMS IS NOT RECOMMENDED AS PORTION SHORTAGES MAY RESULT.**

**Serving Side - COLD Take-Out Foods**

1. Refrigerate within 1 hour of pick-up or purchase.
2. Keep refrigerated at 40°F or below. Out within 24 hours.
3. Reheat to an internal temperature of at least 145°F.

**Serving Side - HOT Take-Out Foods**

1. Use within 1 hour or maintain internal temperature of 165°F.
2. Reheat any leftovers immediately and keep refrigerated at 40°F or below.
3. Reheat to an internal temperature of at least 145°F.
BAD INVOICE

GUESTCHECK™

519499

Total:

LERNER Hall

$59.00

$65.00

Thank You

Total:

Appetizers/Soup/Salad: 1/2 85¢
Entree: 2/12 50¢
2 Drinks: 4/7 75¢
Tax:

TOTAL: $65.00

BAD INVOICE
Can I Tip if it is Justified?

• Yes, if the group has enough funds available in their account and on the approved FTF to cover the tip

• Must be reasonable
  – Up to 15% for deliveries
  – Up to 20% for services
You must obtain advisor approval on an FTF for every purchase!
How Can I Make a Purchase?

- Cosponsorship
- Financial Transaction Form
- Purchase Directly from Vendor
- Purchase Order
- Petty Cash
- Travel Card
- Travel Advance
- Performance Agreement
- Internal Vendors
- Out of Pocket Reimbursement - by exception only
$2,500 Purchases

Most items purchased that total $2,500 or more must be purchased through a purchase order (P. O.)

– Check with SFA prior to purchasing if your purchase will be $2,500 or more
Purchase Directly from Vendor Using FTF

**Tip: This is by far the easiest way to purchase and is strongly encouraged!**

- You provide approved FTF to vendor in exchange for goods and/or services; no money changes hands at that time
- For purchases in person, via phone, fax, or delivery
- Vendor provides goods/services immediately
- Exempt Purchase Certificate should be on file with vendor
  - Ensure vendor doesn’t charge sales tax
- Vendor provides original receipt (and maybe invoice) to you, submit this and FTF to SFA within 5 business days
  - Keep copies in your records for reconciliation
- Columbia initiates payment to vendor when SFA receives all required documents including official invoice
How Do I Do It?

1. Locate vendor from Vendor List
2. Treasurer submits FTF to advisor for approval
3. Obtain advisor approval; execute FTF
4. Phone for Delivery: Call vendor and arrange delivery explaining payment is via FTF, provide FTF to vendor at time of delivery
5. Vendor’s Location: Provide FTF to vendor and receive goods and services
6. Phone for Shipping: Call vendor and arrange order explaining payment is via FTF, fax FTF to vendor
7. Submit receipts/invoices/FTF to SFA
Purchase Order and Promotional Items

**All promotional products must now be purchased via purchase order from Promotional Product Vendors list**

**If promotional products are purchased in another manner/out of pocket, they won’t be paid/reimbursed**

- Promotional products include anything branded using Columbia’s logo or non-branded without the logo that are given out or sold for a profit
- Must use a vendor from the Promotional Product Vendors list – even for items that are not branded with the Columbia logo or trademark (see Appendix II)
- If you aren’t sure if something is a promotional item please check with SFA
Purchase Order

• A purchase order (P.O.) is a contractual document that protects Columbia’s interests and defines the terms and conditions of the purchase
• Most items over a $2,500 total require a P.O. – check with SFA
• Must be used for purchasing promotional items (see previous page), printing services > $2,500, contracted services, videographers, workshop facilitators and consultants without performance agreements, furniture, major equipment, etc.
• How do I do it?
  – Work with your advisor and SFA to identify an approved vendor (refer to Promotional Product Vendors list for promotional products)
  – Obtain quote
    • If >=$2500, must obtain two quotes, >=$10,000, must obtain three quotes
  – Treasurer submits FTF to advisor for approval
  – Once approval is obtained, submit FTF and quote(s) to SFA
  – SFA executes purchase order process

This process is lengthy; start early and allow plenty of time in advance of needing the goods/services being purchased
Purchase via Petty Cash

- Petty cash is a fund used to pay for cash transactions (debit or credit card purchases not allowed); **should be used as a last resort**
  - As a reimbursement or advance of minor cash expenses of $50 or less, where there is no vendor on Vendor List
- Must receive advisor’s approval prior to making purchase
- Cannot be used for purchases from vendors on Vendor List
- Must be used locally (in NYC only)
- Not allowed for all items: food eaten off campus, flowers, alcohol, gifts, etc.
- Requires 3 business days advance notice; funding is limited
- Must execute Exempt Purchase Certificate
- Receipts and remaining cash from advance must be submitted within 48 hours of purchase to SFA
  - Failure to do this may result in suspension from further use of petty cash and may impact your account
How Do I Do It?

Unable to locate a vendor on Vendor List to make a purchase for less than $50

Treasurer submits FTF to advisor and obtains approval

ADVANCE

Student brings FTF to SFA

SFA reviews request and grants funds within 3 business days

Student receives money, makes purchase with cash and returns receipts and leftover money within 48 hours

REIMBURSEMENT

Student pays for the purchase using their own cash (no credit or debit cards). Submits receipts and FTF to SFA

SFA reviews documents for compliance

Students can return to pick up funds in 3 business days
Travel Card

• The director of SFA holds a travel card that may be used for some expenses when you travel for your group’s business purposes:
  – Airfare/rail/bus to and from destination only
  – Lodging
  – Conference registrations
  – Conference room rentals and equipment charges (Associated contracts must be approved by Purchasing prior to deposit)

• Travel card may also be used for these expenses when your group brings a speaker/performer to Columbia

• Applies to individuals or multiple members traveling

• Travel card cannot be used for:
  – Food
  – Local transportation, metro cards (i.e. cab fare once at destination)

⚠️ You cannot charge anything to your hotel room when a Travel Card was used
  – For these expenses see section titled “Travel Advance”

• See also Travel Guidelines section for important guidelines
How Do I Do It?

• Traveler(s) should research trip in advance
  – Determine date and time of your travel
  – Locate flight number(s)
  – Locate your place of lodging
  – If a conference, determine registration fee
• Speak to treasurer about budget for your travel
• Treasurer submits FTF to advisor and obtains approval
• When this is all completed and you are ready to make travel reservations online, contact Sallee Spearman (ss4690@columbia.edu)
Travel Advance

Some things you really need to know first...

- You should use the Travel Card (see previous section) for eligible purchases prior to requesting an advance.
- Recipient takes responsibility and is personally liable if funds are missing or misused.
- Cannot use credit cards to make purchases for which the advance was issued (cash and debit card only).
- Must return unused funds not accounted for by receipts.
  - Due to personal liability you are strongly advised against distributing portions of advance to others.
  - Student must sit with a financial advisor in SFA to review and sign Travel Advance Policy.
Travel Advance

- This advance provides groups with cash funds for their student group travel.
- Used only for small, out-of-pocket expenses incurred during travel such as dining and local transportation.
- At discretion of group’s advisor who must approve FTF.
- Only one advance per group at any given time.
- Must submit a budget, FTF and complete a Travel Advance Detailed Request Form.
- Must be a Columbia affiliate (student) to receive an advance.
- Must be requested 15 business days in advance of need.
  - 20 business days if you have never been reimbursed (and submit W-9).
- Funds can be used only for event/travel for which requested.
- Exempt Purchase Certificate must be executed.
- Cannot use credit card to make purchases for which the advance was given; must use cash or debit card.
Travel Advance Reconciliation

- Advance holder submits a Travel and Business Expense Report form (TBER) (see Appendix II)
- Submit all documentation to SFA within 5 business days after returning from trip
  - Must provide debit card statement to SFA showing transaction; debit card used must belong to advance holder
  - Must provide all receipts to SFA and they must be legitimate and itemized
  - See previous sections titled Invoices & Receipts and Preparing Documents for Submission
- Must return any unused funds not accounted for by receipts to SFA by cash or check
How Do I Do It?

REQUEST

Unable to use Travel Card or locate a vendor on the Vendor List; purchase is over $50

Treasurer submits FTF for advance to advisor and obtains approval

Complete Travel Advance Request Form and Travel Advance policy

Submit to SFA along with a budget for the advance and review with SFA before processing

Check generated, mailed to student and cashed or deposited into student’s personal bank account

RECONCILIATION

Student makes purchases using either cash or debit card

Student completes Travel and Business Expense Reimbursement Form (TBER)

Student submits TBER, receipts, debit card statement, and unused funds to SFA
## Travel & Business Expense Report

**Department:** [Department Name]

**Account Number:** [Account Number]

**Travel/Expense Type:** [Check the appropriate box]

**Travel Expenses:** [If checked, fill in details]

**Business Expenses:** [If checked, fill in details]

**Purpose:** [Describe purpose briefly]

**Date:** [Date of travel or expense]

**Location:** [Location of travel or expense]

### Claimant Information

- **Name:** [Name]
- **Department:** [Department]
- **Number:** [Number]

### Travel Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Mileage</th>
<th>Lodging</th>
<th>Meals</th>
<th>Other Expenses</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

### Business Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Travel Arrangements

- **Airline:** [Airline]
- **Flight Number:** [Flight Number]
- **Departure Date:** [Departure Date]
- **Arrival Date:** [Arrival Date]

### Claim Details

- **Total Expenses:** [Total amount]
- **Reimbursement:** [If applicable, fill in details]

**Signature:** [Signature]

**Date:** [Date of signature]

---

**Notes:** [Add any additional notes or details if necessary]

---

**Budgeted Amount:** [Budgeted amount]

**Actual Expenses:** [Actual expenses]

---

**Account Number:** [Account number]

**Account Description:** [Account description]

---

**Reimbursement:** [If applicable, fill in details]

**Date of Reimbursement:** [Date of reimbursement]

---

**Detail:** [Detail of reimbursement]

**Amount:** [Amount of reimbursement]

---

**Total Expenses:** [Total expenses]

**Account Number:** [Account number]

**Account Description:** [Account description]
Performance Agreement

• This is an agreement/contract between Columbia and an entity that provides services
  – Must be used for performers, speakers, trainers, facilitators, consultants, graphic designers, DJ’s, photographers, etc.

• Confirms the terms of agreement and services provided

  **Students/groups do not have authority to sign any contracts**

  **Performance Agreements must be authorized by Purchasing (even if paying through an outside account and event is held off campus)**

  **You should never pay a performer out of pocket; you will not be reimbursed**

• How do I do it?
  – Treasurer submits FTF to advisor and obtains approval
  – Complete Performance Agreement with advisor (see Appendix II)
  – If new performer, also need to submit IRS Form W-9
  – Submit to SFA 15 business days in advance of payment (plus an additional 5 days if W-9 is submitted)
  – SFA obtains Purchasing approval and initiates payment

  **Requires extra time for processing – start early!**
PERFORMANCE AGREEMENT  
(individual only)

This agreement entered into on this ______ day of ______, 20____ between The  
Trustees of Columbia University in the City of New York on behalf of  
hereafter referred to as “Columbia”, and the  
actor/musician/band, hereafter referred to as “Artist.”  

WHEREAS, the personal services of the Artist for the performance (“Services”)  
described below hereby accepts an engagement to present the following at venue and  
from the dates of the periods and at the salaries/fees stated in thereo.  

Name of Artist: ____________________________  
Phone: ____________________________  
E-Mail: ____________________________  

NOTE: Artist must contact Columbia University one (1) week prior to Date of  
Event and/or Performance to confirm appearance)  

Number of Artist(s): 1  
Name and Address of Place of Performance:  
_____________________________  
_____________________________  

Date(s) of Event and/or Performance:  
Name of Event or Performance:  
Type of Performance (details):  
_____________________________  
_____________________________  

Time(s) of Performance: ___________ (start, finish, performance length) ___________  
Wage/Payment Agreed Upon:  
Deposit:  
Method of Payment: ____________________________ (in USD only)  

NOTE: Payment Terms shall be Net 30 days unless otherwise noted herein

Performance Agreement  
Certified: ____________________________
Additional Terms:

1. This agreement may be revoked without cause by Columbia providing at least 45 days' written notice to the Artist prior to the dates set forth of event and/or performance without any further financial obligations. Any deposits or prepayments made by the University to the Performer will be returned to the University if the Performer's performance under this Agreement is canceled for any reason.

Columbia, its officers, employees and agents, and the Artist, its officers, employee and agents will not be responsible for any delay or failure in the performance resulting from any cause beyond their control including, but not limited to, war, strikes, labor disputes, civil disturbances, fires, natural disasters, acts or regulations of public authorities, and acts of God.

If, in sole judgment of Columbia, it becomes necessary to cancel the performance to protect life or its property, or the property of others, then Columbia may do so without liability to the Artist.

2. In the event that the Artist does not fulfill the contracted engagement, which causes a cancellation of the performance, any and all monies paid to the Artist shall be returned to Columbia, except where the Artist’s failure to perform is caused by illness or other reason beyond control of the Artist. Columbia shall be entitled to compensation for any expenses reasonable and necessarily incurred in meeting requirements set forth in the contract.

3. The Artist shall neither assign, transfer, nor delegate any rights, obligations, or duties under this agreement without the prior written consent of Columbia.

4. Artist warrants that there exists no actual, potential or appearance of conflict between Artist's family, businesses, or financial interest and Artist's performance of the Services. Artist represents that it has not offered (and will not offer during the term of this Agreement) any compensation, reward, gift, favor, service, outside employment, reimbursement of expenses, loan, ownership interest, or anything else of monetary value, to any officer, employee, student, or faculty member of Columbia as an inducement to entering into or continuing under this Agreement. Artist will notify Columbia in writing of any change in conditions that might give the appearance of a conflict of interest. Artist will support and safeguard Columbia's legitimate interests in any dealings with third parties.

5. Any notice to either party hereunder must be in writing signed by the party giving it and shall be deemed given when mailed postage prepaid by U.S. Postal Service first class, certified or express mail, or other overnight mail service, or hand delivered, when addressed as follows:

To Columbia:


To Artist:

or to such other addressee as may be hereafter designated by written notice. All such notices shall be effective only when received by the addressee.

6. This agreement contains all the terms between the parties and may be amended only in writing signed by both parties.

7. Indemnity: Artist will indemnify, hold harmless and defend Columbia, its trustees, officers, faculty, students, agents, and employees against any and all damages, suits, actions, claims, liabilities, losses, judgments, costs and expenses arising out of or relating to (i) any personal or bodily injury (including death) or property damage caused by Artist’s negligent, willful, or unlawful acts or omissions or breach of this Agreement, (ii) breach of Artist’s confidentiality obligations, or (iii) an infringement or misappropriation of any third party intellectual property or proprietary rights (including without limitation any sheet music, lyrics or script as may be desired or required by Columbia) in performance of the Services. Columbia will provide prompt written notice to Artist of any claim that Artist is obligated to indemnify under the Agreement.

8. Artist is an independent contractor with respect to Columbia, and nothing in this Agreement constitutes the parties as partners, joint ventures, co-owners or otherwise as participants in a joint or common undertaking, or allow either party to create or assume any obligation on behalf of the other party for any purpose whatsoever. Neither Artist nor its employees or agents will be entitled to any benefits applicable to Columbia’s employees. Artist will be solely responsible for its compliance with all laws, regulations, and rules regarding employment of its personnel, and for any claims made by personnel or other individuals assigned by Artist to provide the Services, including any wages, benefits, workers’ compensation, health and unemployment insurance, and pension contributions.

9. The parties will make good faith efforts to resolve any dispute concerning this Agreement prior to commencing litigation. Columbia will not be deemed in breach of this Agreement for withholding any portion any portion of payment that Columbia is disputing in good faith. Columbia will, however, make prompt payment of any portion of an amount not under dispute.

10. The laws of the State of New York will govern all rights, duties, and obligations arising from or relating in any manner to this Agreement, without regard to conflict of laws principles. Any and all claims arising from or relating to this Agreement will be heard either in United States or New York State courts located in the City and County of New York.
11. Use of Name: Artist will not use the name, insignia, or symbols of Columbia, its faculties or departments, or any variations or combination thereof, or the name of any trustee, faculty member, other employee, or student of Columbia for any purpose whatsoever without Columbia’s prior written consent.

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the date first above written.

"Artist"  
Sign: ___________________  
Name: ___________________  
Title: ___________________  
Date: ____________

Trustees of Columbia University in the City of New York

Sign: ___________________  
Name: ___________________  
Title: ___________________  
Date: ____________

*executed by Columbia Procurement Services only.*
Internal Vendors

• These are departments within Columbia that provide services for a fee
  – Facilities, Security, University Event Management, Printing Services, Catering, Public Safety
• Paid through internal transfer of funds directly from your group account into their account
• How do I do it?
  – Secure a quote from internal vendor in advance
  – Treasurer submits FTF to advisor and obtains approval
  – Submit FTF to internal vendor and SFA
  – The appropriate administrative department will perform an internal transfer/journal entry
  – Keep copies and reconcile to monthly reports
    • Important! Internal charges can often take groups by surprise
Cosponsorships

• When one Columbia group or department gives financial support for an event or program to another group
• Paid by internal transfer of funds directly between the accounts
  – Debit on account of group giving money
  – Credit on account of group receiving money
• How do I do it?
  – Group providing cosponsorship should give a written commitment
  – Group providing cosponsorship should submit FTF for advisor approval indicating they are the payer and list the group receiving the cosponsorship as the payee
  – Submit approved FTF to SFA and keep copy
  – SFA pays the cosponsorship through an internal transfer/journal entry
• Cosponsorships can be made with Barnard groups
  – Will be settled by check instead of internal transfer of funds
Out of Pocket Reimbursements

Out of pocket reimbursements will only be approved as a last resort under extreme circumstances where no other options are available.

You must always obtain advisor approval in advance of purchasing out of pocket!

- Your advisor will determine if it is an extreme circumstance
- Last minute purchases due to failure to plan in advance do not qualify as extreme circumstances

Promotional products purchased out of pocket will never be reimbursed (must be purchased via purchase order)

Only specific dollar amounts and specific individuals are eligible to receive reimbursements

- Be safe, check with your advisor first!
- Must be a Columbia affiliate (student) to be considered
Other Options

• If your purchase cannot be made through a vendor who accepts an FTF:
  – Columbia also does business with thousands of vendors who don’t accept FTF’s
  – We can still purchase through these vendors
  – Let us help you find another purchasing option
    • See SFA or your advisor to pursue other options
General Processes
Travel Guidelines

• Also refer to the Student Travel page at: http://www.studentaffairs.columbia.edu/comdev/studenttravel

• Domestic travel – meet with your advisor at least two months prior to departure date to:
  – Discuss business purpose, expectations, mode of travel, how expenses will be covered, necessary documents, and representing Columbia
  – Students who travel outside NYC on Columbia supported travel (even day trips) must submit Student Travel Form regardless of where traveling
    • Http://www.studentaffairs.columbia.edu/comdev/studenttravel/form
    • Columbia supported travel applies if Columbia funds or services are used to pay for some aspect of trip (food, transportation, conference fees, lodging, etc.) or if student is traveling in the name of Columbia as part of a student group
    • See Student Travel page if under 18

• See previous sections titled Travel Card, Travel Advance, Invoices & Receipts and Preparing Documents for Submission

• Execute Exempt Purchase Certificate when appropriate

• Submit all documents to SFA within 5 days after return
  – Keep copies and reconcile to monthly reports
Travel (Cont’d)

• Vehicle rentals
  – Hertz is the preferred vendor and should be used
    • For Hertz information, go to: http://finance.columbia.edu/content/travel-services-car-rentals
  – Age requirements may apply to class/type of vehicle
  – The Loss Damage Waiver (LDW) does not need to be purchased from Hertz because it is already included if the rental is for student group business travel while in the US and the CDP number must be referenced on the reservation (CDP #254158)
  – You cannot use vendors other than Hertz unless their rental agreement and insurance is first approved by Purchasing; this will be a lengthy process so plan far in advance!
    Students are not permitted to drive other students
    • Groups traveling together must use public transportation
  – Bus rentals must have agreements that are submitted to and approved by Risk Management
  – How do I do it?
    • Call (800) 654-3131 to make a Hertz reservation and reference the CDP # above
    • Notify SFA of your reservation so we can confirm it is being charged onto our Columbia account

• Airfare
  – Must fly economy/coach; seat and carrier selection must be based on price, not preference
  – STA Travel accepts FTF’s
  – For more competitive rates book online and use our Travel Card
Travel (Cont’d)

• Use of Personal Vehicles
  
  **Students are not allowed to use personal vehicles when traveling for student group events, activities or business due to the risk factors and liability**
  
  • Cannot use personal vehicle when traveling individually

  **Students are not permitted to drive other students**
  
  • Cannot use personal vehicle when traveling as a group
  • Groups traveling together must use public transportation

  – You must rent a vehicle (from Hertz) when traveling individually or use public transportation if traveling as a group

  **Expenses associated with personal vehicle use will not be reimbursed**
International Travel

• Requires several months of planning
• Meet with advisor three months in advance of departure for approval
• Requires an investigation and approval process of the destination by several parties; the group, SFA and Office of Global Programs
• Requires submission of documents within allotted timeframe (see also Travel Guidelines page)
  – Failure to meet these timeframes may result in your trip not being approved
• Do your research in advance
  – Destination, business purpose, number travelling, budget, visa requirements, travel alerts and warnings, and itinerary
Cash Handling

• “Cash” handling refers to the following types of payment for goods/services
  – Coins, currency, checks, money orders
• Cash is revenue for your group; sources are:
  – Ticket/bake sales, donations (solicited/unsolicited), etc.
• Must deposit cash at SFA within 48 hours of receipt
• Deposited into group account; not a personal account
• Cannot be used to pay vendors directly (they must be paid via Columbia check)
• Use a cash bag/box to safeguard cash
• Build checks and balances into your process; one person shouldn’t handle cash alone
Cash Bag/Box

• Bag/box equipped with a lock to safeguard cash

How do I do it?

– Cash Bag/Box Request Form must be completed 3 days prior to event
– Can request a “bank” with bag/box
  • Start up money for making change; must be returned
– Must submit cash and completed Event Sales Report/Deposit Slip to SFA
  • Retain copies of all documentation supporting receipt of cash; checks and all documents sent to group
– Return to SFA within 48 business hours
– Explore using the Arts Initiative TIC Center to avoid cash handling for some activities
  • http://artsinitiative.columbia.edu/
Please fill out the following form. You can save data typed into this form.

COLUMBIA | STUDENT AFFAIRS
Office of the Dean

Cash Bag/Box Request Form

Date of Event: ___________________________  Bag No. Assigned: _______________

Name of Event: __________________________
Organization Name: _____________________
ARC Project: AG
ARC Initiative: __________________________
ARC Segment: __________________________

Cash Bag/Box Needed By*: __________________

☐ Bag  ☐ Box  ☐ Bank  $ ________

(Total Amount)

Requested Bank Breakdown

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Qty</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1.00</td>
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<td></td>
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<tr>
<td>$5.00</td>
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<td></td>
</tr>
<tr>
<td>$10.00</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Qty</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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<tr>
<td>$0.10</td>
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<tr>
<td>$0.25</td>
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The following person will be responsible for the safety of the cash bag/box:

Name of Individual Picking Up Bag: __________________________
E-Mail Address: __________________________
Phone Number: __________________________
Signature: __________________________

*CASH BAG/BOX REQUEST FORMS MUST BE SUBMITTED AS EARLY IN ADVANCE AS POSSIBLE (A MINIMUM OF 3 DAYS IN ADVANCE) TO ENSURE THAT BAGS/BOXES/BANK ARE AVAILABLE.
Event Sales Report/Deposit Slip

Date of Deposit: ____________________________
Date of Event: ____________________________
Name of Event: ____________________________
Organization Name: ________________________
ARC: Project: AG ____________________________
Initiative: _________________________________
Segment: ________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Description of Item Sold or Deposit Received</th>
<th>Price per Unit (if Applicable)</th>
<th>Total Units Sold (if Applicable)</th>
<th>Total Collected</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

(A) Total Collected: $____________

Denomination | Quantity | Total
$100.00      | x        | $____________
$50.00       | x        | $____________
$20.00       | x        | $____________
$10.00       | x        | $____________
$5.00        | x        | $____________
$1.00        | x        | $____________
$0.25        | x        | $____________
$0.10        | x        | $____________
$0.05        | x        | $____________
$0.01        | x        | $____________
Misc. Coins  | x        | $____________
Checks       | x        | $____________

Subtotal: $____________
Total Bank Returned: $____________

(B) Total Deposit (Subtotal Less Total Bank): $____________

Note: Sections A & B Must Equal

Primary Representative’s Signature: ________________________
Secondary Representative’s Signature: ________________________

Administrative Signature: ________________________
Total Cash Received: ________________________
## Gifts/Prizes/Giveaways

<table>
<thead>
<tr>
<th>Types of Gifts/Prizes/Giveaways</th>
<th>Recipient Info Needed</th>
<th>Name</th>
<th>Address</th>
<th>W-9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Cash gifts/prizes/giveaways valued at less than $100 for the year</td>
<td></td>
<td>![X]</td>
<td>![X]</td>
<td>![ ]</td>
</tr>
<tr>
<td>Cash/Cash equivalent gifts/prizes/giveaways of any value</td>
<td></td>
<td>![X]</td>
<td>![X]</td>
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</tr>
<tr>
<td>Non-Cash gifts/prizes/giveaways valued at $100 or more for the year</td>
<td></td>
<td>![X]</td>
<td>![X]</td>
<td>![X]</td>
</tr>
</tbody>
</table>

- Gifts/prizes/giveaways totaling $600 or more during a year must be reported to the IRS and may be taxable for non-employees including students.
- Must identify gift recipient and complete Gift/Prize/Give-Away Recipient Form (and W-9 if applicable) **prior** to purchasing gift/prize/giveaway.
  - Exception: If recipient cannot be identified until the event occurs the Gift/Prize/Give-Away Recipient Form must be completed at the event.
- Gifts/prizes/giveaways cannot be purchased via out of pocket funds or petty cash.
Gift/Prize/Give-Away Recipient Form

This form must be completed and submitted with the corresponding FIT to your group’s Advisor, for review and approval, before the item can be purchased. If the information about the Gift/Prize/Give-Away recipient is not known prior to the event, the gift will have to be purchased and distributed after the event occurs.

Group Name: ____________________________  Event Name: ____________________________

ARC Project: ____________________________  ARC Initiative: ____________________________

ARC Segment: ____________________________

Gift Information:

Gift Type (Select One):  □ Cash/Cash Equivalent (Check or Gift Card/Certificate)  □ Non-Cash

Gift Won: ____________________________

Gift Value: $ ____________________________

Documentation Required:

Scenario #1:
If the gift/prize/give-away is either Cash/Cash Equivalent of any value or Non-Cash Valued at over $100, please have the gift recipient complete and sign a W9 form and submit with this form.

Scenario #2:
If the gift/prize/give-away is a Non-Cash Prize Valued at less than $100, please complete the section below:

Recipient Name: ____________________________

Street Address: ____________________________

City, State & Zip Code: ____________________________

If Gift Recipients is not Known Prior to Event, please Complete, Remove and Keep this Portion Below for Distribution of Gift to Recipient After Purchase is Made

Recipient Name: ____________________________

Gift Won & Value: ____________________________

Phone Number: ____________________________

E-Mail Address: ____________________________

Note: Gifts to non-employees are taxable if you receive $600 or more worth during one year.
Incoming Donations and Corporate Sponsorships

• Donation/gift
  – Voluntary, irrevocable and gratuitous transfer to, and acceptance by Columbia of cash or cash equivalent, securities, or property of value, or execution of an instrument that legally vests an instrument of value in Columbia
  – Obligated to issue a written receipt to every donor who makes a gift. Note: Not all donations are considered gifts
  – Student groups must write acknowledgement letters for all gifts received as a courtesy
  – To be considered a gift there is no endorsement of company’s product or inducement to sell/purchase
  – Gifts are deposited in a special gift account with a project number starting with GT; there is a 10% transaction fee on these deposits

• Corporate sponsorship
  – Gift from a corporation used to underwrite the cost of an event where the use or acknowledgement includes advertising and endorsement, or other inducement to purchase, sell or use a sponsor’s products/services
  – Deposited into the group’s general operating account starting with AG; no transaction fee
Incoming Donations and Corporate Sponsorships

• Group’s advisor should be notified prior to having any discussions with possible donors or sponsors.
• Submit a proposal to your advisor that includes:
  – Purpose/reason for fundraising
  – Fundraising goal
  – Budget (including expenses)
  – Target audience – who you plan to solicit
• If you receive an unsolicited gift please notify your advisor.
  – Bring check and any correspondence to SFA.
Outgoing Donations

- Groups can fundraise and donate funds to an outside charity
- Donations must come from revenue only (not allocation)
- The organization you are donating to must have 501(c)(3) status
  - Not-for-profit, tax exempt
  - You must obtain documentation of this status from the organization and submit it to SFA
- Prepare a budget including expenses
- Must discuss fundraisers with advisor in advance
  - Must have a clear goal
  - Obtain FTF approval
- After fundraiser, submit revenue along with FTF, Gift/Prize/Give-Away Recipient Form, and 501(c)(3) documentation to SFA
  - SFA deposits into your Columbia account then sends a check to the charity
- When funds are donated to an outside charity Columbia cannot provide a gift receipt to the donor
Partisan Events/Activities

• Work closely with advisor
  – Share event details

• Guidelines:
  – Sales tax exemption for goods/services will not apply; partisan activities include tax
  – Columbia funds (allocations or cosponsorships) cannot be used
  – You may fundraise for partisan activities, however, fundraising on behalf of any political candidate is not permitted
  – Communications from Columbia email and addresses must have a clear statement that the communication represents the personal position of the author/student and not the views of Columbia
Appendix I
States That Accept Columbia’s Exempt Purchase Certificate

- Idaho
- Illinois
- Kansas
- Maine
- Massachusetts
- Minnesota
- New Jersey
- New York
- Pennsylvania
- Rhode Island
- South Carolina
- Tennessee
- Vermont
- Virginia
- Wisconsin
- Wyoming
Appendix II
Links to Forms

• IRS Form W-9

• The forms below can be found by going into LionLink:
  –  Click on Organizations from the menu
  –  Enter “Student Engagement Financial Advising” in the search box
  –  Click on the link for the organization when it appears
  –  Click on “Documents” from the left side menu
  –  Scan through the documents for the one you need
    •  Cash Bag/Box Request Form
    •  Creating an FTF
    •  Event Sales Report/Deposit Slip
    •  Exempt Purchase Certificate
    •  Gift/Prize/Give-Away Recipient Form
    •  Performance Agreements (company, individual(s))
    •  Promotional Product Vendors list
    •  Travel Advance Detailed Request Form
    •  Travel and Business Expense Report
    •  Vendor List
Student Financial Advising
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